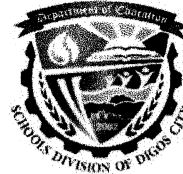




Republic of the Philippines
DEPARTMENT of EDUCATION
REGION XI
Schools Division of Digos City
City of Digos



September 20, 2017

DIVISION MEMORANDUM
NO. 685, s.2017


**PLANNING CONFERENCE OF WORKING COMMITTEES FOR THE
2017 WORLD TEACHERS'DAY CULMINATION PROGRAM**

To: Divisions Chiefs
Public Schools District Supervisors
Heads of Sections
Committee Chairpersons

1. Attached are the copies of the 2016 Working Committees and the Proposed Working Committees for the 2017 World Teachers' Day Culmination Program.
2. All the Committee Chairpersons in each committee of the Proposed Working Committees for this year are hereby directed to attend the Planning Conference of the said activity on **September 22, 2017, 9:00AM** at the **Division Office Conference Room**.
3. For compliance and information.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V
Officer-In-Charge

DepEd Schools Division of Digo:

RELEASED
9675

Date: 20 SEP 2017 Time: 8:24 AM

By: 

PROPOSED WORKING COMMITTEES FOR THE WORLD TEACHERS' DAY CELEBRATION
OCTOBER 4, 2017

COMMITTEES	COMMITTEE CHAIR	MEMBERS	DUTIES
1. Program & Invitation	Ronald Dedace	Evangeline A. Herman	Prepare and deliver program and invitation
2. Masters of Ceremonies			In-charge of the flow of the program
3. Venue	Imelda Cardines Datu Roger Manapol		
4. Letters	Cecile Uy	Jose Israel Maravilles	Prepare and deliver letters for the visitors
5. Secretariat	Myhrra Faye Bontia, Helena Solon	All School HRD Coordinators	Facilitate the registration; and submit accomplishment reports
6. Documentation	Airon Alejandro Reyzen Monserate	Jade Irish B. Dabalos Aleli Chiong	Document the celebration and submit accomplishment reports
7. Hall Preparation & Restoration	Marcelino Ranollo	Ricardo Vendiola, Renante Pantonial, Marisipe Onggo, All SDO Personnel	Facilitate the preparation and restoration of the venue, before and after the celebration In-charge of the designation of area of each district/school
8. Budget & Procurement	Ronald Dedace Neptune Tambilawan	BAC	Prepare the budget and the procurement of needed materials
9. Resource Generation/ Prizes	Anamerthyl Regala	Peter-Jason Senarillos Rosario Diamante Maria Jadloc	Generate resources/prizes Prepares letter of requests/solicitation
10. Stage Decoration	Epie Grace Presto	Melvin Anthony Sabio, Jupalloyd Arellano, Greco Dasmariñas, Johannes Sabio, John Milan, Joejie Aguilar, Eleanor Asuro	Decorate and set-up the stage

11. Parking Accommodation	Valeriano delos Reyes	Manne James Ortiz	Facilitate the arrangements of the vehicles
12. Food	Mary Glor Tabanao	Luzmindanda Jasmin, Ronilyn Nieves, Merlyn Obenza, Evangelina Marata, Valeriano de los Reyes, Masarripe Onggo and the caterer	Facilitate the serving food to all guests and visitors and coordinate with the caterer
13. Usherettes	Daissy Jane Sanoy	Rosario Diamante Kristin Marie Y. Bejarin Frances Millicent N. Durano	Usher the visitors/guests Prepare lei for the visitors/guests
14. Flower & table arrangement	Noreliza Misal	Mary Sol Rosalita, Jake Lloyd Vencio, Danilo Ebo, Bona Fe Burgos, Giselle Gonzales	Usher and prepare the tables and chairs of the invited government agencies like GIS, PRC, PAG-IBIG, PhilHealth, SSS, and NSO Serve their food
15. Sound System	Arlene Barba Ely Cataluña Vicente Laburada	Mt. Apo School Heads John Milan Joejie Aguilar, Neil Bongcayao, Manne James Ortiz	Arrange table set-up (skirted) with flowers Facilitate in the preparation of lights and sound in the venue
16. Awards	Francis Jude Alcomendras	Aleli Chiong, Guy Mara-asin, Alnie Ymalay, Vincent Zambra, Cecile Uy	Facilitate and look into the service records of the retirees and loyalty awardees; prepare/print the citation of the certificates; and assist in the distribution during the celebration
17. Ecumenical Prayers	Ida I. Juezan Rofelia de Mesa	Teachers (Christian Church, Roman Catholic, IP, and Islam Digos City Harmonic Mentors	In-charge of the ecumenical prayers
18. Medical	Dr. Mae Pearl Hong	Hazel Marie L. Escabilas	In-charge of giving first-aid in case of emergencies

19. Table Arrangement (Pista sa Nasyon-Inspired	All Public Schools District Supervisors	School Heads	In-charge of the arrangement of their designated area
20. Video & PPT	Stephen Pascual	Xavier Fuentes Myleen Robiños Rochill Balgue	Facilitate the presentations of videos and PPT
21. Fun Games	Julie Anne Posadas	SSG Federation	Facilitate the conduct of fun games
22. Communication/Transportation		Guy Mara-asin, Vincent Zambra	Distribute and follow-up the invitation and letter request and coordinate with the Resource Generation Committee
23. Sports	Eppie Grace Presto	Airon Alejandro, Felzev Lloyd Sayson, School Sports Coordinators	To facilitate the conduct of sports events like basketball
24. Over-all	Winnie E. Batton	Beverly Daugdaug Solie Oliver	Oversee the preparation of the celebration

WORKING COMMITTEES FOR THE WORLD TEACHERS' DAY CELEBRATION

OCTOBER 4, 2016

COMMITTEE	COMMITTEE CHAIR	MEMBERS	DUTIES
1. Program & Invitation	Analiza Almazan	Myleen Robiños, Juvy Comaingking, Reyzen Monserate, Albert Espino, Airon Alejandro	Prepare and deliver program and invitation
2. Documentation/ Secretariat	Joan Niones	Ida Juezan, Luzminda Jasmin, Imelda Cardines, Zenaida Guya, Patriotiso Peñas, Elsie Dagoy, Stephen Pascual, Maria Jadloc, Myhrra Faye Bontia, Helena Solon, Maria Fe Burgos, Felzev Lloyd Sayson	Document the celebration; facilitate the registration; and submit accomplishment reports
3. Hall Preparation & Restoration	Marcelino Ranollo	Romeo Jairal, Ricardo Vendiola, Waben Dimsoy, Renante Pantorial, Harry Obenza, Marisipe Onggo	Facilitate the preparation and restoration of the venue, before and after the celebration
4. Budget & Procurement	Noreliza Misal/ Ronald Dedace	Cherry Rossette Oliva, Ferna Renira Aide, Rofelia de Mesa, Helen Payapaya	Prepare the budget and the procurement of needed materials
5. Resource Generation/ Prizes	Anamerthyl Regala/ Peter July Sorongon	Sarah Gretchen Adeva, Daissy Jane Sanoy, Rosario Diamante	Generate resources/prizes Prepares letter of requests/solicitation
6. Stage Decoration	Eppie Grace Presto	Melvin Anthony Sabio, Jupalloyd Arellano, Greco Dasmariñas, Jimmy Laranjo, Lovella Mediodia, Johannes Sabio	Decorate and set-up the stage
7. Parking Accommodation	Valeriano delos Reyes	John Baptist Presto, Erito Damo, Roldan Entero, Julieta Trazo	Facilitate the arrangements of the vehicles
8. Food	Mary Glor Tabanao	Sollie Oliver, Mary Sol Rosalita, Jake Lloyd Vencio, Danilo Ebol	Facilitate the serving food to all guests and visitors and coordinate with the caterer

9. Usherettes	Liberty Sosas	Sarah Gretchen Adeva, Catherine Burgos, Heidi Escalona, Elecel Adam	
10. Flower & table arrangement	Arlene Barba	Gemma Salanga, Luzane Uriarte, Elvie Timon, Getrudes Zita	Arrange table set-up with flowers
11. Lights & Sound	Vicente Laburada	Joejie Aguilar, Neil Bongcayao, Manne James Ortiz	Facilitate in the preparation of lights and sound in the venue
12. Awards	Francis Jude Alcomendras	Aleli Chiong, Guy Mara-asin, Almie Ymalay, Vincent Zambra	Facilitate and look into the service records of the retirees and loyalty awardees; prepare/print the citation of the certificates; and assist in the distribution during the celebration
13. Holy Mass	Ronilyn Nieves	Alex Rendon, Mel Baring, Elizabeth Dy, Mildred Melendez	Prepare and facilitate the conduct of the Holy Mass
14. Medical	Daissy Jane Sanoy	Ysrael Miro; School nurse (to be identified)	In-charge of giving first-aid in case of emergencies
15. Video & PPT	Stephen Pascual	Xavier Fuentes	Facilitate the presentations of videos and PPT
16. Fun Games	Zenaida Guya	Digos City Joggers Club Members	Facilitate the conduct of fun games
17. Communication/T ransportation	Albert Espino	Airon Alejandro, Guy Mara-asin, Vincent Zambra	Distribute and follow-up the invitation and letter request and coordinate with the Resource Generation Committee
18. Sports	Eppie Grace Presto	Airon Alejandro, Felzev Lloyd Sayson, Nelson Lucero, Rehuel Fabillar, School Sports Coordinators	To facilitate the conduct of sports events like basketball and volleyball
19. Over-all	Dee D. Silva	Emmanuel Hugo/Beverly Daugdaug	Oversee the preparation of the celebration